Create a Deposit for Foreign Currency Cash

To create a deposit for **Foreign Currency Cash**, complete the following steps:

1. Click the **Deposit Processing** tab.

2. From the **Create Deposit** menu, click **Foreign Currency Cash** for type of deposit. The *Select OTC Endpoint* page appears.

3. Select an OTC Endpoint to create a deposit. The *Step 1 of 3: Define Deposit Preparation Information* page appears.

4. Enter the information to prepare the deposit and click **Next**.

   Under **Foreign Currency Information**,
   - Select the **Currency Code**
   - Enter the **Foreign Currency Amount**

   Under **Financial Institution Information**,
   - Select a **Financial Institution**

   Under **Agency Information**, *optional*
   - Enter comments in **Agency Use (Block 6)**
   - Enter the **From:** and **To:** dates the receipts are processed for
   - Select the **Fiscal Year**
   - Enter the name the **Alternate Agency Contact**
   - Enter the **User Defined Field** details

5. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol** (**TAS**), enter the **Amount**, and click **Add** for each subtotal of the deposit.

Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

Application Tip

At least one accounting code entry is required, but additional entries are optional.

Application Tip

Accounting codes are displayed if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

Accounting codes do not display if they are identified as **TAS** and are in the process of being validated by **SAM** or are designated as **Invalid** by **SAM**.

Application Tip

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

Application Tip

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

6. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.
7. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

   If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

   If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

   If you clicked **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

Application Tip

Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available.
For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits* of the *OTCnet Participant User Guide*.

Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.